

YALE UNIVERSITY
AFFIRMATIVE ACTION SEARCH QUESTIONNAIRE
FOR MANAGERIAL AND PROFESSIONAL POSITIONS

This questionnaire must be completed and forwarded to the Office for Equal Opportunity Programs as soon as the department has ranked the final candidates, but before any offer of employment is made. This questionnaire and appended materials are confidential. You may wish to retain a copy for your files. A copy will be kept on file in the Office for Equal Opportunity Programs.

Send to: Office for Equal Opportunity Programs
104 WLH, 100 Wall Street
Tel: 432-0849 Fax: 432-7884

Affirmative Search for:

☐

Minority

☐

Female

Department _____
Title & Grade _____

Date of Posting _____
Job Requisition No. _____

Name of Selected Candidate _____ Race _____ Sex _____

Person to contact for information regarding the completion of this search:

Name _____ Telephone Number _____

Approved
(individual making final selection decision)

Approved
(Office for Equal Opportunity Programs)

Date

Date

1.

Note below any changes or additions to the Affirmative Action Search Plan already submitted concerning this position.

2. Composition of the total pool of candidates for this position.

| Ethnic Codes | Total Number | American Indian I | Asian A | Black B | Hispanic H | White W | Unknown |
|----------------|-----------------|-------------------------|------------|------------|---------------|------------|---------|
| Male | | | | | | | |
| Female | | | | | | | |
| Sex Unknown | | | | | | | |

Number of disable applicants

Number of Vietnam era veterans

3. In the opinion of the department, what sources were most fruitful in attracting:

- a) Qualified candidates in general?
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-
- b) Qualified women candidates?
-
-
- c) Qualified candidates from minority groups?
-
-

| Name | Sex | Race/Ethnic Code | Disability Y/N | Vietnam Era Vet Y/N | How Candidate Learned of Opening | Reason for Candidate's Ranking |
|------|-----|------------------|----------------|---------------------|----------------------------------|--------------------------------|
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4. Information on candidates considered in the final selection decision

- a) List above, in order of preference, all candidates who were considered in the final selection. Usually, this will be the top four or five applicants for this position. Rank them without regard to the likelihood of their acceptance of an offer. Additionally, list the names of candidates, who were interviewed by the department, did not reach the final interview stage, but who were members of the group targeted by the required search.
- b) In the last column, indicate why each candidate is ranked below candidates preceding her or him. Note significant differences in the candidates' qualifications. If a candidate who is a member of the group targeted by the search has withdrawn from consideration, note the reason for withdrawal.
- c) The following confidential documents must be attached to this questionnaire for each candidate listed above; resume, employment application, letters of recommendation, if available, and brief descriptions of telephone references obtained by the department.
- d) Attach a job description for the position.